



Saint Joseph's College of Maine



Bachelor of Science in Long-Term Care Admin - Home Health Care Admin

STUDENT DATA:

NAME: ROADMAP'S DEGREE

SSN: 000-00-0000

Credit Required	Potential Credit
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English Composition I (EH 106) [EN024B]

3.00

(College credit by examination may apply. Visit the SJC website for a description of courses available.)

{DANTES Code = 11.07.00}

English Composition II (EH107) [EN025B]

3.00

(College credit by examination may apply. Visit the SJC website for a description of courses available.)

{DANTES Code = 11.07.00}

Social Science Electives

6.00

(College credit by examination may apply. Visit the SJC website for a description of courses available.)

{DANTES Code = 17.03.00 or 17.13.00}

Science Elective

6.00

(College credit by examination may apply. Visit the SJC website for a description of courses available.)

{DANTES Code = 16.13.00 or 16.99.00 or most 16.XX.XX series}

History Elective

6.00

(College credit by examination may apply. Visit the SJC website for a description of courses available.)

{DANTES Code = 20.07.06. or 20.07.07 or 20.07.08 any 20.07.XX series}

Philosophy Elective

3.00

(College credit by examination may apply. Visit the SJC website for a description of courses available.)

{DANTES Code = 17.12.00 or 17.07.00}

Theology Elective

3.00

(College credit by examination may apply. Visit the SJC website for a description of courses available.)

{DANTES Code = 17.03.00 or 17.13.00}

Ethics (PH 201) [PL081B]

3.00

(A critical study of the most important competing ethical theories enabling students to learn to formulate rational responses to the most pressing ethical questions.)

{DANTES Code = 17.05.00}

Mathematics Elective**3.00**

(College credit by examination may apply. Visit the SJC website for a description of courses available.)

{DANTES Code = any 14.XX.XX series}

Elementary Statistics (MA 205)**3.00**

(An introduction to statistical methods of data analysis. topics include descriptive statistics, probability and probability distributions, hypothesis testing and statistical inference, analysis of variance, and regression. Makes use of the statistical computer package Minitab.

Prerequisites: two years of high school algebra.)

{DANTES Code = 17.05.00}

Humanities / Fine Arts Electives**6.00**

(College credit by examination may apply. Visit the SJC website for a description of this course.)

{DANTES Code = 08.06.00 or most 08.XX.XX series}

Health Care Administration: Management Foundations (HC 330)**3.00**

(Integrates the current thinking about the management of health care organizations. It is a multidisciplinary approach covering leadership, motivation, work design, power, influence, and organizational change.

Prerequisite: HC 205, LTC 210 or NU 300)

{DANTES Code = 09.05.00}

Health Care Financial Management (HC 343)**3.00**

(An ideal course for nonfinancial managers who need basic knowledge of financial management and health care finance, and also serves as an introductory course for those who will be more directly involved in the financial aspects of health care. It includes an overall explanation of financial accounting terminology and how it works, review of financial reports (e.g., income statements, balance sheets, budgets, subsidiary ledgers, and cost reports), and the managerial component that is necessary for everyday management in a health care setting. The course uses actual examples from hospitals, long-term care facilities and home health agencies as well as case studies to prepare students to read, analyze, understand and use financial statements and budgets.)

Ethics in Health Care (HC 355)**3.00**

(Addresses the application of ethics to various components of the health care delivery system, including health care providers as well as administration in institutions. It discusses codes of ethics and handling of ethical problems. Prerequisite: HC 205 or LTC 210)

{DANTES Code = 17.05.02}

Introduction to Long-Term Care Administration (LTC 210)**3.00**

(Introduces students to the field of long-term care administration. It covers the state of the field, those it serves, and the various organizations who serve them. It also examines issues affecting all long-term care providers, individually or collectively (e.g., financing,

regulations, integration, ethical issues), discusses how the various segments of long-term care fit together to form an overall system, and looks at trends likely to shape the field in the future. Throughout the course, there is a focus on administration within the long-term care system, and the skills managers need to survive and prosper.)

Aging in America (LTC 310) 3.00

(Presents concepts related to physiological, psychological, and social factors important in the aging process and their implications for health services. Includes an in-depth exploration of the social, political, economic, and ethical parameters of alternative approaches to services delivery.)

Long-Term Care Laws & Regulations (LTC 352) 3.00

(Acquaints students with the current state of long-term care regulations as well as the dynamics behind them. It specifically addresses the OBRA (Omnibus Budget Reconciliation Act) regulations, which require major changes in the way in which long-term care is delivered. It requires students to demonstrate familiarity with state and local statutes and regulations. Prerequisite: HC 205 or LTC 210)

Human Resources Management (MG 302) [MG002B] 3.00

(Emphasizes principles, methods, and procedures in human resource management and labor relations. Topics include job analysis, job description, employee motivations, performance appraisal, as well as a coverage of the various personnel functions and the nature of unionmanagement relations as they evolve within the business organization.)
{DANTES Code = 03.13.00}

Home Health Care Administration (LTC 451) 3.00

(A capstone course designed to provide students with an overview of home health care administration and to help them apply the knowledge and skills acquired in earlier courses to this field. It deals with topics such as finance, management, human resources, and regulation in the specific context of home health care administration. Prerequisites: All required core courses.)
{DANTES Code = 09.05.00}

Practicum in Health Care Management (LTC 457) 3.00

(Provides the student with a management experience in a health care setting. The practicum emphasizes the integration of the concepts and techniques learned in the program of studies as they apply to a real work situation. For BS students only & by permission of the instructor.)
{DANTES Code = 09.05.00}

Management Skills Core Electives 6.00

(Choose from the ;list of courses below:

Introduction to Marketing (MK 210)
Leadership In Health Administration (HC 350)
Introduction to Managed Care (HC 360)

Quality In Health Care Administration (HC 410)
 Nursing Home Administration (LTC 450)
 Home Health Care Administration (LTC 451)
 Assisted Living Administration (LTC 456)

Visit the SJC website for a description of these courses.)
 {DANTES Code = 03.10.XX series}

Policy & Planning Core Electives

6.00

(Choose from the list of courses below:

Issues in Long-Term Care Policy (LTC 448)
 Strategic Planning in Health Care Organizations (HC 454)
 Special Topics (HC 401)
 Introduction to Public Health (HC 323)
 Issues in Occupational Health (HC 315)
 Health Care Informatics (HC 214)
 Aging in America (LTC 310)

Visit the SJC website for a description of courses available.)

Free Electives

44.00

(College credit by examination may apply. Visit the SJC website for a description of these courses.)

Excess or Duplicate Credit

TOTAL	128.00	0.00
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Thank you for requesting support from the U.S. Coast Guard Institute (CGI). Whereas we serve as an activity in support of your unit Educational Services Officer (ESO), you are encouraged to seek assistance from your local ESO in your academic endeavors. The following information is provided to help you understand what is presented in this degree plan:

This document is an UNOFFICIAL Degree Plan to provide you with a preliminary assessment of how your prior learning experiences might fit into the specified degree program for this academic institution. If you choose to pursue this degree option, you must present it to a college representative, who will review it for the following:

- o Accurate representation of the college's degree program requirements, including course numbers and titles, credit hours for each course, lower- and upper-level course requirements, and the total number of credits needed for the degree.

- o Appropriate assignment of ACE Guide-recommended credit at the lower or upper level for military service schools and occupations, CLEP, DSST, and other tests, transfer credit for courses from other colleges and universities, certification programs, etc.

- o Appropriate assignment of SOC Course Category Codes from the SOC Handbook Transferability Tables. The SOC Degree Program Handbooks can be obtained from the SOC web site at: www.soc.aascu.org should you wish to learn more about the course transfer guarantees among SOC network institutions.

IMPORTANT NOTE: When you are ready to seek admission into this degree program, please contact the USCG Institute at 1-405-954-7241. Your advisor will send the college or university an official U.S. Coast Guard Institute transcript, a copy of the degree plan, and a ready-for-signature SOC Student Agreement which, when signed by a college official, becomes a contract for degree completion committing the college or university to supporting you in your academic endeavors.

Credit for all courses you have taken must be reflected on official transcripts sent directly to this college from the administrative offices of the colleges you previously attended. This degree plan is often used for information purposes by college counselors pending receipt of the official transcripts from the source colleges.

This degree plan is not intended to compete with your local college or university. Keep in mind, you are allowed to transfer in a significant amount of the degree requirements to this institution. As such, credit from local colleges, college level examination programs, or advanced military training may be applied to this degree. You may also complete the courses necessary from this college either in residence (on campus or possibly on a military base at a campus extension in the Education Center) or through distance delivery of the courses. If you have questions, please contact the college counselor or your advisor listed at the bottom of this Degree Plan.

DEGREE PLAN LEGEND:

SH = Semester hours
VOC = Vocational, not relative to an academic degree
LL = Lower Level, i.e. courses at the Freshman/Sophomore level
UL = Upper Level, i.e. courses at the Junior/Senior level
GL = Graduate Level (sometimes recommended by ACE for very complex courses)
[#] such as [EN024A] or [EN024B] = SOC Course Category Codes*
{#} such as {DANTES Code = 01.02.03} = DANTES Academic Codes **

* SOC Course Category Codes: Service members Opportunity Colleges (SOC) is a consortium of over 1,600 accredited colleges and universities seeking to provide degree opportunities to the military. Over 170 of these institutions participate in network degree programs developed for the Army, Navy, Marine Corps, and Coast Guard. A SOC course category number beside a course from one of these institutions, such as [EN024A] or [EN024B] for English Composition, indicates that courses from other degree program institutions with the same code may be taken to satisfy the degree requirement. See the SOC Degree Programs Handbooks at <http://www.soc.aascu.org/>

** DANTES Academic Codes: The Defense Activity for Non-Traditional Education Support (DANTES) publishes the DANTES Independent Study Catalog (DISC) annually, which lists more than 6,000 courses from dozens of regionally accredited colleges and universities. Because this is a degree from a SOC affiliated college, the academic residency requirements are limited, thereby allowing students to transfer in a significant portion of the degree, as mentioned above. If the course you desire to take is not offered by this institution when you want to take it, consider the opportunities the courses in the DISC present. For more information, visit http://www.dantes.doded.mil/dantes_web/distancelearning/disc/front/cont.htm Keep

in mind, you should always check with the counselor or academic advisor at this institution before enrolling in a course listed in the DISC to ensure it will be accepted in transfer toward this degree.

Saint Joseph's College of Maine General Information:

Saint Joseph's College is an accredited liberal arts college with a residential campus in southern Maine. Founded in 1912 by the Sisters of Mercy on 331 acres along the shore of beautiful Sebago Lake in Standish, Maine Eighteen miles northwest of Portland, Maine's largest and liveliest city.

On-campus enrollment is roughly 975 students; goal is to grow to approximately 1,000 students by fall of 2004 Graduate & Professional Studies programs for adult learners: 4,000 students who reside throughout the United States and in more than 20 other countries

The private, four-year school offers more than 30 academic programs. The college's distance learning division includes online courses and offers bachelors and master's degrees in liberal arts or professional degrees such as nursing, business, education and health care administration.

Their strong liberal arts curriculum provides a humanistic reference from which students can explore contemporary issues, moral values, religious commitments and career opportunities. Through the study of influential ideas and actions, and through personal interchange with caring faculty and other students, each student has the opportunity to grow intellectually, spiritually, and socially within a value-centered environment.

Saint Joseph's is a leader in the field of service learning, whereby you can earn academic credit by applying what you learn in the classroom to a real-world setting. Service learning enriches a liberal arts education. You may stretch your comfort zone, but you'll grow in the process. In each of the last three years, more than 200 students in 19 different courses participated in the program. With an average of just 15-20 students per class, your professors know you and your goals. Study at Saint Joseph's provides the foundation for the rest of your life and career.

Professional Studies and Department of Nursing is \$210 per undergraduate credit hour.

For more information regarding the BS in Long-Term Care Admin: Home Health Care Admin Specialization degree, please contact:

Jonathan Haskell
Director of Transcript Analysis
Saint Joseph's College of Maine
278 White's Bridge Road
Standish, Maine 04084-5263
(800) 892-5498 or (207) 893-7800
E-mail: jhaskell@sjcme.edu
<http://www.sjcme.edu>

POLICY NOTES:

General Requirements:

- A minimum grade point average of 2.0.
- A minimum of 18-semester hours for the Major required for this degree.
- 89 semester hours nontraditional or transfer credit may be applied to this degree.
- A grade of "D" is NOT accepted in transfer.

General education courses. In keeping with its liberal arts tradition, the general education requirement of 45 semester-hour credits provides students with exposure to the humanities, including art, music, history, literature, philosophy and theology; the social sciences, including psychology and sociology; and the natural sciences. Refer to the catalog for the general education requirements specific to this degree. Students enrolled in this distance learning program must earn 128 semester-hour credits, 39 of which must be completed through Saint Joseph's College. The 18 semester-hour credits required for a specialization must be taken through Saint Joseph's College.

This college is rated as one of the nation's best in U.S. News & World Report's "America's Best Colleges" issue.

Evaluation completed by: Charles Morrison

On: 17 May 2007